



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-62776712 E-mail: nora@fmm.org.my /norsyamira@fmm.org.my

FMM CERTIFICATE IN FACILITY MAINTENANCE MANAGEMENT

SBL Scheme



WHO SHOULD ATTEND

General Managers, Facility Managers/ Engineers, Property/Asset Managers and engineers, supervisors, technicians and for those who are involved in building maintenance.

ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level
- Minimum 1 year working experience

AWARD OF CERTIFICATION

Upon successful completion of the course and its coursework, participants will be awarded the **Certificate of Achievement**. Participants who have attended at least 80% of the programme will be awarded a **Certificate of Attendance**.

COURSE OBJECTIVES

- Define the job functions of the facility services and maintenance personnel
- Optimize cost through energy saving activities
- Develop maintenance schedule and identify maintenance scope of work
- Gain knowledge of the legal and other requirements for building and factories
- Equip with basic knowledge on building air conditioning system and its maintenance

COURSE STRUCTURE

Number of Contact Days : 5 days
Lecture Days : Saturday & Sunday
Time : 9.00 am – 5.00 pm

Evaluation
Assignment 100%

ADMINISTRATIVE DETAILS

Dates : April 27, 28, May 4, 25 & 26, 2019

Fees : Member RM2,544 per pax
Non-Member RM3,074 per pax
(Inclusive of 6% Service Tax)

Venue : **FMM Institute**
Wisma FMM
No.3, Persiaran Dagang, PJU 9
Bandar Sri Damansara
52200 Kuala Lumpur

(Refreshment and Lunch will be provided)

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



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COURSE CONTENTS

- Role and types of maintenance
- Maintenance planning and scheduling
- Overall equipment efficiency
- Failure mode effect and critical analysis (FMECA)
- Laws related to building maintenance, ISO 1401:2015 and ISO 45001:2018 in facility operation
- Facility structure and workers skill development
- Cost and energy reduction
- Basic air-conditioning system



REGISTRATION FORM

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Saturday & Sunday, Date: **April 27, 28, May 4, 25 & 26, 2019**

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(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. : _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

SBL Non Contributor | Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Please submit the Registration Form and supporting documents to:

Nora Liza / Norsyamira Tel : 03-62867200 Fax : 03- 62776712
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